Identifier: **QP-5.15**	Revision: 0
Effective Date: **01/15/04**	
Document Catalog Number: **ER2003-0746**	
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Los Alamos
NATIONAL LABORATORY

Risk Reduction and Environmental Stewardship— Remediation Services Project

Desk Instruction

for **Gaining Access to Digital GIS Resources**

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
R0	01/15/04	H. Plannerer	This QP replaces DI-4.4 to incorporate record requirements. Other changes include project name change; elimination of the facility name "Facility for Information Management, Analysis and Display" and its acronym, FIMAD; and the replacing of named personnel with position titles.	All

Gaining Access to Digital GIS Resources

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List of Acronyms and Abbreviations

DI	desk instruction
GIS	geographic information systems
LANL	Los Alamos National Laboratory
PTL	Project Team Leader
QP	quality procedure
QPPL	Quality Program Project Leader
RRES-RS	Risk Reduction and Environmental Stewardship—Remediation Services Project
SDE	spatial database engine

Gaining Access to Digital GIS Resources

1.0 PURPOSE

This quality procedure (QP) states the responsibilities and describes the process for authenticating Risk Reduction and Environmental Stewardship, Remediation Services (RRES-RS) Project participants for access to digital Geographic Information Systems (GIS) resources.

Note: The RRES-RS project will not permit non-RRES-RS project personnel access to digital data or information with a network or on-line connection to GIS resources unless an exceptional circumstance or need exists. Access to RRES-RS project digital GIS data, by non-RRES-RS project personnel, is addressed in the RRES-RS project QP-5.16, which is available at http://erinternal.lanl.gov/home_links/Library_proc.shtml.

2.0 SCOPE

2.1 **RRES-RS project participants** shall implement this QP when they have the need to perform spatial analyses, to query attributes to feature data, or to personally create cartographic products and map figures for the RRES-RS project.

2.2 **Subcontractors** performing work under the RRES-RS Project quality program shall follow this QP.

<div align="center">OR</div>

2.3 **Subcontractors** may use the subcontractor's procedure for performing spatial analyses, to query attributes to feature data, or to personally create cartographic products and map figures, as long as the substitute meets the requirements prescribed by the Quality Management Plan, and the Quality Program Project Leader (QPPL) approves the procedure before the subcontractor begins the designated activity.

2.4 **RRES-RS project participants** shall possess an account on the win.lanl.gov network domain to access the digital GIS resources.

3.0 TRAINING

3.1 **RRES-RS project participants,** as the **requester**, shall train (e.g., read and/or classroom) to and use the current version of this QP; contact the author of this QP if the text is unclear.

3.2 **RRES-RS project participants,** as the **requester**, shall document training to this QP in accordance with QP-2.2.

3.3 The responsible **Project Team Leader (PTL)** shall monitor the proper implementation of this procedure and ensure that the appropriate personnel complete all applicable training assignments.

3.4 **RRES-RS project participants** may request any needed assistance with implementation of this procedure from RRES-RS Quality Integration and Improvement (QII).

4.0 DEFINITIONS

4.1 *Authorizing individual*—The appropriate RRES-RS project manager, program manager, project team leader, team leader or GIS task leader who is responsible for the tasks performed by the requesting individual.

4.2 *Geographic information systems (GIS)*—An organized collection of computer hardware, software, networks, and technical expertise designed to efficiently capture, store, update, manipulate, query, retrieve, analyze, and display all forms of spatially referenced digital information. This resource is used by the RRES-RS project to evaluate associations among geographic features and environmental issues, integrate data sets for modeling, conduct decision support analyses, and perform mathematical and statistical operations for risk analysis and site suitability.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Authorizing individual
- Computer Support Technical Leader
- GIS Task Leader
- Quality Program Project Leader
- Requester
- RRES-RS Project Participant
- Subcontractors

6.0 PROCEDURE

6.1 Initiate the Process

6.1.1 A **RRES-RS project participant** shall initiate the process, as the **requester**, in order initially to gain access to RRES-RS project digital GIS resources.

6.1.2 The **requester** shall initiate the process by contacting an authorizing individual within their work scope and requesting access to digital GIS resources.

Note: Authorizing individuals are listed at http://erinternal.lanl.gov/Communication/comm_main.shtml.

6.1.3 The **authorizing individual** shall forward an e-mail message to the GIS task leader indicating the requester's authentication to access digital GIS resources.

Note: Include in the message the request's name and z-number. If a z-number is not appropriate, then the authorizing individual will provide the requester's employer's name. The e-mail message will be treated as correspondence that authenticates a RRES-RS project participant.

6.1.4 The **requester** shall provide a copy of the completed training form (step 3.2) to the GIS task leader prior access to digital GIS resources.

Note: Treat the copy of the completed training form as correspondence that authenticates a RRES-RS project participant.

6.1.5 After receiving both the e-mail message from the authorizing individual and the copy of the completed training form, the **GIS task leader** shall request the computer support technical leader to add the requester's LANL WIN domain account to the GIS computer user group; this action provides the requester with read access to the file-based spatial repository.

6.1.6 Once the requester's LANL WIN domain account is added to the GIS computer user group, the **requester** may make arrangements with the GIS task leader to establish a SQL Server account to access the digital GIS resources through the ESRI, Inc ArcGIS Spatial Database Engine (SDE).

6.1.7 The **GIS task leader** shall submit an electronic copy of the authorizing individual's list to the RRES-RS Information Management group for placement on the RRES-RS project web page.

6.2 Perform Annual Review

6.2.1 Once each fiscal year, preferably in October, the **GIS task leader** shall email authorizing individuals with a list of RRES-RS project participants granted access to digital GIS resources.

6.2.2 **Authorizing individuals** shall respond with an email to the GIS task leader indicating which RRES-RS project participants retain access privileges.

6.2.3 The **GIS task leader** shall submit all correspondence to the RPF as a record.

7.0 LESSONS LEARNED

7.1 Before performing work described in this QP, **RRES-RS project participants** should go to the Department of Energy Lessons Learned Information Services home page, located at http://www.tis.eh.doe.gov/ll/ll.html, and/or to the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons learned.

7.2 During work performance and/or after the completion of work activities, **RRES-RS project participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

The **GIS task leader** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4:

- List of authorizing individuals
- Correspondence that authenticates RRES-RS project participants

9.0 REFERENCES

To properly implement this QP, **RRES-RS project participants** should become familiar with the contents of the following documents, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- RRES-RS project Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-5.16, Access to Digital GIS Resources by Non-Project Personnel
- RRES-RS project Directive 99-PD-01

10.0 ATTACHMENTS

None

Using a token card, click here to record "self-study" training to this procedure.
If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.